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**USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA**

April 3, 2013

4:00-6:00 p.m., Marshall Student Center, Room 3700

1. Call to Order – Review of Agenda
2. Approval of Minutes from March 6, 2013 Meeting
3. Reports by Officers and Council Chairs (50 minutes)
 - a. Approval of Council Nominations – Ellis Blanton
 - b. Proposed Revisions to Research Council Charge – Lisa Brown
 - c. Tenure & Promotion Guidelines Initiative – Gregory Teague
 - d. Faculty Award Recommendations – Marzenna Wiranowska
 - e. Brief Reports from Other Councils (Chairs) and Initiatives (various)
4. Old Business
 - a. Outstanding Business
5. New Business
 - a. Proposed CAS Structural Change – John Cochran (20 minutes)
 - b.. Proposed Meeting Dates for 2013-2014
 - c. Agenda for Final AY 2012-13 Senate Meeting
6. USF System Faculty Council Vice President – Gregory Teague (5 minutes)
7. Report from Provost Ralph Wilcox (20 minutes)
8. Report from Faculty Senate President Gregory Teague (5 minutes)
8. Other
9. Adjourn - Next Scheduled Meeting – May 8, 2013

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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
April 3, 2013

Present: Ellis Blanton, Lisa Brown, Gail Donaldson, Sherman Dorn, Philip Levy, Andrew Smith, Gregory Teague, Marzenna Wiranowska

Absent: Randy Borum, Merilyn Burke, Karla Davis-Salazar, Versie Johnson-Mallard, Tom Mason, Steve Permuth, Thomas Pluckhahn, Arthur Shapiro

Provost's
Office: Dwayne Smith, Ralph Wilcox

Guests: John Cochran, Eric Eisenberg, Barbara Lewis, Steven Reader

Faculty Senate President Gregory Teague called the meeting to order at 4:08 p.m. The agenda was approved as presented. The Minutes from the March 20, 2013 meeting were unanimously approved as presented.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Approval of Council Nominations – Ellis Blanton

On behalf of the Committee on Committees (COC), Chair Blanton presented a list of recommendations to fill vacancies on Faculty Senate Standing Councils. The list came from the COC and the Senate Executive Committee (SEC) with a motion to approve. There was no discussion. The motion unanimously passed.

b. Proposed Revisions to Research Council Charge – Lisa Brown

As chair, Dr. Brown brought before the SEC proposed revisions to the standard operating procedures of the Research Council charge. Since the Research Council is a standing council of the USF System Faculty Council, the proposed revisions have been reviewed and approved by that group. No discussion was held. A motion was made and seconded to accept the revisions. The motion unanimously passed. The proposed revisions will be presented to the Faculty Senate at its April meeting.

c. Tenure & Promotion Guidelines Initiative – Gregory Teague

There will be a move to a more active engagement of people outside of the committee. Modifications have been made to work done by the previous ad hoc committee. There will be some important changes to the documents that will guide the T&P process, but much of the work to influence what happens will need to come from an extensive dialogue across campus. During a recent committee meeting, Senior Vice Provost Dwayne Smith gave a synopsis of the tenure and promotion process and what happens to applications once they reach the Provost's Office. Updates from the committee will be provided as its work progresses.

d. Faculty Award Recommendations – Marzenna Wiranowska

The Honors and Awards Council (HAC) met on March 29, 2013 to review nominations for faculty awards under the auspices of the Faculty Senate. On behalf of the HAC, Chair Wiranowska presented the following recommendations to the SEC for consideration:

1. Two nominations were received for the Theodore & Venette Askounes-Ashford Distinguished Scholar Award. A motion came from the HAC for the SEC to approve the nomination of Dr. Peter Stiling, College of Arts and Sciences, for this award. There was no discussion, and the motion unanimously passed.
2. The HAC received two nominations for the Jerome Krivanek Distinguished Teacher Award. A motion came from the HAC to the SEC to approve the nomination of Dr. Srinivas Katkoori, College of Engineering, for the award. There was no discussion, and the motion unanimously passed.
3. There was only one nomination for the Distinguished Service Award. A motion came to the SEC to approve the recommendation of Dr. Kenneth Cissna, College of Arts and Sciences, for the Distinguished Service Award. There was no discussion, and the motion unanimously passed.

All recommendations will be presented at the April Faculty Senate meeting.

e. Brief Reports from Other Councils (Chairs) and Initiatives (various)

1. Graduate Council – Sherman Dorn
 - president's fellowship awarded
 - approved proposals
2. Council on Technology for Instruction and Research – Andrew Smith
 - Many courses have been moved to Canvas.
 - E-grade submission is 90 percent complete.
 - Transfer of e-reserves from Blackboard to Canvas will begin in the Fall semester.
 - Third party textbook integrations are being worked on.
 - Two task forces are being populated: (1) Virtual classroom tool: USF needs to look at a long-term solution to replacing the use of Blackboard's Elluminate Live product, which is no longer supported by Blackboard. This task force would see what options are available and make a recommendation as to what tool USF should adopt to replace Elluminate Live. (2) Clicker standards: Several years ago, a recommendation was made for USF to standardize on the use of a single vendor's clicker technology so that students would not have to buy multiple clickers and so that it would be easier to provide a high level of support for the use of clickers. Because the environment has changed since that recommendation was made, especially now with many tools having the option of students using their own cell phones instead of clickers, this task force will investigate the current options and make a recommendation as to which clicker system USF should choose as the recommended solution.
3. Travel ITN – Gregory Teague
 - The committee is working on selecting a single vendor.
 - A separate group will be creating business rules.
4. On-Line Student Assessment of Instruction – Gregory Teague
 - The committee is working on making sure communication gets out at the correct time to the right people.
 - The committee will meet soon to finalize everything.

OLD BUSINESS

- a. Outstanding Business – Gregory Teague
After being reviewed, it was determined that all items will be left as they are.

NEW BUSINESS

- a. Proposed CAS Structural Change – Eric Eisenberg, John Cochran

Dean Eisenberg attended today's meeting to present and discuss a proposed School of Geology, Geography and Environment. He summarized that two departments (Geography, Environment and Planning and Geology) were suboptimal at a time of accountability. The proposal is to create a new academic unit by joining the current faculty of these two CAS departments. All current degree and certificate programs from both departments will be offered by the new restructured unit.

Vice President Philip Levy clarified that the role of the Faculty Senate is to guarantee that due process has been met by giving all the appropriate stakeholders the opportunity to provide input, and that the educational needs of the students are met. Dean Eisenberg assured the SEC that all faculty in the affected units were involved, or given the opportunity to be involved, in the process from the beginning. In addition, departments have been found for faculty members who have chosen not to participate. President Teague suggested there be some reassurance is included in the proposal that subsequent steps taken with respect to those who opted out of participation be as benign as possible.

There being no further discussion, a motion was made and seconded that the SEC endorses moving this proposal forward to the Faculty Senate. The motion unanimously passed.

- b. Proposed Meeting Dates for 2013-2014 – Gregory Teague

A proposed meeting schedule was prepared and presented to the SEC. Any problems with, or questions about, the schedule should be directed to either President Teague or Ms. Pipkins (fsenate@usf.edu).

- c. Agenda for Final AY 2012-13 Senate as well as upcoming SEC meetings – Gregory Teague

- Review of Outstanding Items.
- Invite Michael Bowen to a SEC and/or Senate meeting to talk about issues in intercollegiate athletics.
- Expanding lecture and classroom capture topic. Provost Wilcox is interested to know what, and what is not, happening with this issue. He is also willing to help with any resource issues. President Teague reported that discussions with staff indicate that preparations for the basic technical implementation have been going forward; faculty will join in later deliberations about placement of equipment with enhanced (video) capabilities. Regarding residual legal questions, Andrew Smith, Philip Levy, and Steve Permuth were (and will be again) asked to summarize their ad hoc committee work.

REPORT FROM USF SYSTEM FACULTY COUNCIL VICE PRESIDENT – Gregory Teague

SFC Vice President Teague brought to the table the issue of the need for optimal communication between Tampa and the other regional campuses, particularly at the chain of command level. One suggestion was for Provost Wilcox to copy the Faculty Senate presidents on all the campuses at the same time the academic

leadership is notified of issues that affect faculty. However, the SEC realized there are structural limitations to this process as well. Provost Wilcox would also be willing to meet with the SFC in his role as System Provost.

Another issue for which SFC Vice President Teague solicited input was the possibility of Dr. Christopher Davis, the current SFC president from USF St. Petersburg, requesting the option to extend his term to two years (through AY 2013-14). There was general agreement that a 2-year term would be advantageous in terms of continuity and because there is a steep learning curve when beginning this position. However, it was also noted that a longer term by the current President would mean a second consecutive year in which the faculty representative to the BOT (a role filled by the SFC president) would not be from the Tampa campus. One concern in having the BOT representative from one of the regional campuses (USF St. Pete or USF Sarasota-Manatee) is that the representative is not aware of the culture at the Tampa campus. Dr. Wilcox suggested that, in future years, the position of SFC President could entail a split assignment in which the faculty member filling this position could have assignments on two campuses (one on a regional campus and the other on the Tampa campus). This would help to ensure that he or she had an appreciation for culture at both the regional and main campuses.

REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox's report consisted of the following items:

- Review of a summary of proposed policies 10-505 (Time to Degree for Undergraduate Students) and 10-504 (Midterm Grades Posting). Proposed policy 10-505 will be a Tampa campus policy; proposed policy 10-504 will become a System policy. Vice President Levy commented it would be helpful to know the rate of transfers and when they transferred. He felt that knowing this would get students on the right track from the start of their education. Provost Wilcox added that Academic Advisors will also need to focus on matching students with a degree.
- Distributed and reviewed a SUS Education and General 2013-2014 Executive Summary of the Budget as of March 27, 2013.
- Starting Fall Semester 2013, Bright Futures is requiring a score of 26 on the ACT and 1200 on the SAT. This could have an effect on low, socioeconomic families.

OTHER

Senior Vice Provost Dwayne Smith reported that there would be a student group on campus the following week protesting USF's prohibition of students carrying guns on campus despite having a weapons permit. The purpose of the protest is to prohibit universities from banning guns on campus. He plans to meet with the organizer of the protest beforehand.

There being no further business, the meeting was adjourned at 6:25 p.m.

ADDENDUM
Outstanding Items
Senate Executive Committee

1. CTIR Chair Andrew Smith to work with the SEC and Faculty Senate Office to initiate the use of Scholar Commons for archiving Senate documents (06/01/11 SEC meeting). USF has chosen a content management program; CTIR Chair Smith will contact the University Webmaster about where the Faculty Senate stands in the process (06/06/12 SEC meeting). CTIR Chair Smith reported that the timeline for archiving Faculty Senate documents is January, 2013 (07/11/12 SEC meeting).
2. President Potter to appoint a task force of 2-3 faculty, plus Senate webmaster, to look at ways the Faculty Senate web site could be improved (06/01/11 SEC meeting).
3. Names to be provided to Senior Vice Provost Dwayne Smith for an ad hoc committee to establish clearer criteria for being named Professor Emeritus (09/05/12 SEC meeting).
4. Develop a means of communication between faculty and Faculty Senate (09/05/12 SEC meeting).
5. Continue discussion about classroom capture and intellectual property rights after preliminary work has been completed by ad hoc committee (Philip Levy, Andrew Smith, Steve Permut) (12/05/12 SEC meeting).
6. Determine central location for information on all faculty awards. Update faculty award information on campus – Marzenna Wiranowska and Lisa Brown (12/05/12 SEC meeting).